

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
BUYER / PARTS MANAGER

1. JOB TITLE: Buyer / Parts Manager

2. DEFINITION: This is a skilled administrative position requiring the knowledge, skills and abilities needed to manage and oversee the purchasing of supplies and materials in a stockroom, warehouse and/or exterior material storage environment. This employee is responsible for scheduling purchases, purchasing, inventory, and scheduling delivery of material and services for Operation and Maintenance. The employee will be directly responsible to the Superintendent of Operations and Maintenance. All employees are responsible to the Director of the Murfreesboro Water and Sewer Department and the City Manager. This employee is primarily responsible for assisting the Superintendent of Operations and Maintenance in handling and maintaining inventory operations as they relate to the Murfreesboro Water and Sewer Operations and Maintenance Department. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of personal computers, other standard office equipment, various communication devices, fork lift and vehicles.
- b. The job location is the Department's Operations and Maintenance complex and through out the City. The employee will work both indoors and outdoors and may be exposed to inclement weather and in the proximity of biological, chemical, electrical and mechanical hazards. All City facilities and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Recognizes by name and sight a variety of parts, materials and supplies peculiar to the potable water distribution, repurified water distribution, and wastewater collection systems by color, shape, size, etc.
- b. Posts and maintains records accurately.
- c. Prepares purchase orders in accordance with City policies and current purchase order procedures. Coordinates delivery dates with vendors.
- d. Receives, examines, records and cleans stores. Issues supplies, equipment, tools and parts used in utility construction, maintenance and repair operations, some of which have been previously used in the sewer system.
- e. Orders, stocks, stores and manages inventory of explosive materials in accordance with Department of Commerce and Insurance Division of Fire Protection blasting standards. Keeps all required records.
- f. Maintains inventory control system.

- g. Conducts annual inventory for departmental audit.
- h. Prepares records and reports showing utilization of supplies.
- i. Posts materials used and unit cost in the computerized inventory system.
- j. Solicit quotes and bids for purchases and supply orders pursuant to City purchasing procedures. Prepares purchase orders in accordance with City policies. Coordinates delivery of goods.
- k. Opens warehouse for emergency services after hours if required.
- l. Organizes, stores, and maintains inventory to facilitate distribution and restocking.
- m. Places orders for Safety Coordinator and issues and inventories all personal protective equipment.
- n. Assigns and conducts water meter inventory, meter numbering, fire hydrant meter repairs and testing.
- o. Safely operates department vehicle not requiring CDL.
- p. Keeps all inventory premises in clean and orderly condition.
- q. Delivers equipment and materials to job sites.
- r. Operates tow motor (i.e. Forklift) for inventory management.
- s. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

- a. Fills in for the dispatch area when needed.
- b. Sets up conference room for meetings.
- c. Assists other divisions with obtaining materials.
- d. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a diploma from an accredited high school or have attained the equivalent GED. A bachelor's degree or associates degree in business management or related field is preferred.
- c. Must possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- d. Previous experience in warehouse operations, purchasing and parts management preferred.
- e. Must have legal authorization to work in the United States.
- f. Must consent to and pass a pre-employment drug screening.
- g. Must have or be able to obtain a certification to operate a tow motor (i.e. Forklift) within ninety (90) days of employment date.
- h. Must possess or obtain within thirty (30) days of employment a Tennessee State Handler's License pursuant to Title 68 Health and Environmental Protection: Chapter 105 Blasting and Explosives issued by the Department of Commerce and Insurance. A "Handler" by definition in Chapter 105 is a person qualified by reason of training, knowledge, experience and registration to handle explosives in blasting operations.

- i. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- j. Ability to perform mathematical calculations with fractions, decimals, and percentages and the metric system.
- k. Ability to work without constant supervision.
- l. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
- m. Ability to report for work on time and perform the duties of the job for a complete workday.
- n. Ability to perform occasional overtime, night and weekend work.
- o. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- p. General working knowledge of, or the ability to learn, the operation of municipal potable water distribution, repurified, and wastewater collection systems.
- q. Ability to exercise independent judgment within the limits of the position.
- r. Ability to concentrate and accomplish tasks despite interruptions.
- s. Ability to perform a variety of tasks simultaneously or in rapid succession.
- t. Ability to perform tasks requiring color perception and discrimination.
- u. Physical strength and dexterity requirements are, but not limited to the following:
 - 1) Manipulate both large and small objects while reaching, walking, stooping or bending over rough or uneven surfaces and lifting or carrying moderately heavy (20-25 lbs.) items. Rarely lift 45-55 lbs from floor to waist. Occasionally manipulates very heavy (100 pounds or over) items.
 - 2) Ability to climb ladders and restock overhead bins.
- v. Must be able to pass physical abilities test/post offer screen for employment.

Non-Exempt
 Safety Sensitive
 November 1, 2006

ESSENTIAL FUNCTIONS ADDENDUM MURFREESBORO WATER AND SEWER DEPARTMENT BUYER/PARTS MANAGER

Employees in this position work variable hours. They will be required to work 40 hours. The Buyer/Parts Manager is under the supervision of the Superintendent of

Operations and Maintenance. This employee is responsible for managing and overseeing the purchase and stocking of supplies and materials in a stockroom, warehouse and/or exterior material storage environment. This position requires, but is not limited to, the following activities bending, stooping, squatting, kneeling, lifting, pushing, pulling, carrying and climbing mobile stairs. This position also requires exposure to loud noises, some chemicals and all weather conditions. The Buyer/Parts Manager is also responsible for operating vehicles, forklifts and various tools.

Physical Demands

Rarely - suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the workday.

Occasional - suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the workday.

Frequent - suggests the employee is required to perform tasks 16-32 repetitions per hour, or 66% of the workday.

Constantly - suggests the employee is required to perform tasks 33 or more repetitions per hour, or greater than 66% of the workday.

<u>Lifting</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X	
20-30#		X		
30-55#	X			

<u>Push/Pull</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X	
<20-50#		X		
50-75#	X			
75-100#	X			
>100#	X			

Depending on the job duties for the day, the Buyer/Parts Manager may have to perform lifting, pushing or pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the Water Department.

Bending/Squatting/Twisting - Is required frequently through the day depending on the workload. A combination of all 3 components may be needed to manipulate and stock certain objects of inventory.

Pushing/Pulling - Is required occasionally through the day when loading and manipulating a two wheel dolly to move larger items of inventory.

Lifting/Carrying - Is required frequently to occasionally for lifting/carrying of all items of inventory. Employees lift and carry hand tools, shovels, water hoses, manhole covers and basic laboratory equipment.

The following items were weighed and can be lifted, carried, pushed, or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Copper Tubing 2" 60 foot roll	115#
Copper Tubing ¾" 100 foot roll	78#
Fire Hydrant Meter	50#
Meter Setter 2"	32#
Water Meter 2"	38#
Valve Wrench	33#
6" hose (empty)	71#

Employees are able to get help with lifting heavy objects and are encouraged to if an object weights over 100#'s.

Sitting – Is required throughout the day for phone calls and computer work.

Standing/Walking - Is required constantly throughout the day depending on the workload.

Reaching - Is required occasionally throughout the day depending on the workload.

Manual Dexterity/Gripping/Fine Motor - Performed occasionally throughout the day, especially with stocking small parts. Also required to perform data entry via computers.

Climbing - Required frequently throughout the day when storing or pulling inventory and when using stairs to move from one area of worksite to another.

Overhead activity - Required rarely during the day depending on the workload.

Driving - Required occasionally throughout the day when using tow motor.

Kneeling - Can be required rarely throughout the day depending on the workload.

Squatting - Can be required occasionally throughout the day depending on the workload.

Tools handled:

Wrenches

Pliers

Hammers

Screwdrivers

Shovels

Electric Drill

Broom / Mop

Water hose

Extension cords

Wheelbarrow

Work Conditions

Exposed to:

Hot temperatures

Cold temperatures

Loud noises

Slippery surfaces

Dust

Dirt

Rough terrain

Chemicals

Low or no light conditions

Sewage

Repurified Water

Moving machinery

Physical Ability Needed to perform the Following Positions:

Walking

Squatting

Bending/Crouching

Stooping

Hand gripping

Twisting

Hand-eye coordination

Pushing/Pulling

Lifting/Carrying
Reaching
Overhead activity
Climbing
Driving
Kneeling
Ambulate on uneven terrain

Addendum
November 6, 2006